



Following Jesus Christ, who transforms lives, we equip our community to love, serve and connect with dignity.

3300 Van Buren Street
Hudsonville, MI 49426
lovewm.org | (616) 662-3300

About Us: Love Your Neighbor is an energizing nonprofit that works to find ways to equip the community to love, serve and connect with dignity. Valuing grace and collaboration, we are always seeking new ways to work with others and stay curious. What drives us to show up to work each day is the belief that God is using the connections and relationships formed through this nonprofit to transform lives – all of our lives. Our core ministry supports local families struggling to make ends meet by providing holistic education, critical resources and peer support to reach their self-identified goals and thrive. If you want to join us in living out our values of grace, collaboration, dignity, openness and diligence, we'd love to meet you.

Position Title: Community Engagement Manager

Reporting Relationship: The Community Engagement Manager will report to the Development Director.

Function: The role of the community engagement manager will be to build authentic relationships, sharing the mission of Love Your Neighbor, and inviting others to get involved. This external-facing position will recruit volunteers, churches and businesses to be part of Love. This position also supports the execution of special events (i.e. fundraising, donor development) and special projects working closely with the Director of Development and Development Coordinator.

Hours: Full time 40 hours, may include evening and/or weekend hours.

Responsibilities:

- Build and leverage relationships within the community to spread awareness of Love Your Neighbor.
- Work closely with the Development team to develop a strategy for partnership growth.
- Participate in community events to promote the organization's mission and values (i.e. willingness to speak at churches/businesses).
- Conduct research and stay updated on local community trends, needs and issues that may impact the organization's reputation or operations.
- Work with the Development team to implement community outreach programs and initiatives to promote services and enhance the organization's reputation.
- Identify key stakeholders, such as community leaders, organizations, and influencers, and build relationships with them to foster positive partnerships.
- Serve as a point of contact for community members, addressing inquiries, concerns and feedback promptly and professionally. (Specifically potential volunteers, churches and businesses).
- Maintain a database of community contacts, partnerships and collaborations.
- Prepare reports documenting community relations activities and their impact on the organization.
- Coordinate the planning and logistics for fundraising and community engagement events, tracking event results and leads generated to determine event effectiveness.
- Work closely with the volunteer manager to host serve groups.



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Qualifications

- Ability to work effectively on a team
- Strong written and verbal communication skills
- Professional demeanor, strong collaboration and innovation skills
- The ability to manage multiple projects independently and efficiently
- Enthusiastic about building relationships
- Strong organizational skills to maintain many relationships
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, and objectively apply problem-solving skills)
- Adaptability to manage various competing demands
- Proven ability to handle confidential information with discretion
- Committed to the vision of Love Your Neighbor to equip our community to love, serve and connect with dignity.
- Self-directed, teachable spirit with servant's heart for ministry
- A personal relationship with Jesus Christ

Salary Range: \$50,000-\$60,000

To apply, please email your cover letter and resume to Jodi Cole Meyer: jodicm@lovewm.org